

**BOARD APPOINTMENT SUMMARY**

Meeting Date: January 26, 2016  
Submitted By: Office of Small Business Assistance  
Advisory Board: Small Business Assistance Advisory Committee

**EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: Appointment of one individual to the Small Business Assistance Advisory Committee for completion of an unexpired term ending June 17, 2016, plus an additional term of June 18, 2016 through September 30, 2018:

**APPOINT:**

**NOMINEE**

**SEAT**

**DESIGNATION**

**NOMINATED BY**

Evelyn Looney	15	Professional Services Organization	Commissioner Paulette Burdick Commissioner Steven Abrams Commissioner Melissa McKinlay Commissioner Priscilla Taylor
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**Summary:** On January 13, 2015, the Board of County Commissioners approved the re-appointment of Mr. Darrell Searcy to Seat 15, Professional Services Organization. Mr. Searcy has been removed from the committee due to lack of attendance. Ms. Looney will complete the term of Mr. Searcy which expires on June 17, 2016 and will serve an additional term which will expire on September 30, 2018. The SBA Advisory Committee is established pursuant to Section 2.80.32, of the Palm Beach County Code as amended on March 12, 2013. The committee consists of fifteen (15) members representing one (1) black business owner certified as a small business by the County; one (1) Hispanic business owner certified as a small business by the County; one (1) woman business owner certified as a small business by the County; one (1) white male business owner certified as a small business by the County; one (1) business owner domiciled in Palm Beach County; one (1) representative of a business incubator program; one (1) representative of the Hispanic business organization; one (1) representative of the National Association of Women in Construction; one (1) representative of a Women’s Business Organization; one (1) certified minority contractor; one (1) representative of the Associated General Contractors of America; one (1) representative of the Small Business Development Center; one (1) representative of a financial institution that assists small businesses; one (1) representative of the Black Chamber of Commerce; and one (1) representative of a professional services organization. Ms. Looney has disclosed that her employer A & Associates, Inc. has five contracts with Palm Beach County to provide temporary staffing and one contract to provide vocational training services. SBA Advisory Committee provides no regulation, oversight, management or policy-setting recommendations regarding the subject contracts. The SBA Advisory Committee supports the nomination and a memo was sent to the Board of County Commissioners on December 4, 2015 requesting approval of the recommendation. No other nominations were received. The current diversity count is: Hispanic 2; White 6; and African American 6. Male: Female ratio of 7:7. **Countywide** (HH).

**Background and Justification:** Section 2.80.32, as amended, of the Palm Beach County Code, provided for appointments to be made from specific organizations and representative of the small business community. The SBA Advisory Committee consists of fifteen (15) members and the terms of the seats are for three (3) years. The SBA Advisory Committee reviews and evaluates the effectiveness of small business programs within County Government.

**Attachments:**

- 1. Boards/Committees Applications
- 2. Resumes of Nominees
- 3. Current List of Board Members
- 4. Ordinance No. 2013-004, § I, 3-12-13, membership excerpt

Recommended By: Tonya Davis Johnson 12/21/2015  
Tonya Davis Johnson, Director Date

Legal Sufficiency: Helene Hvizd 12-28-15  
Helene Hvizd, Senior Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

\_\_\_\_\_  
Department Director

# **BOARDS/COMMITTEES APPLICATION**

**ATTACHMENT 1**

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

*The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. **Please attach a biography or résumé to this form.***

**Section I (Department):** (Please Print)

Board Name: Small Business Advisory Committee Advisory ☒ Not Advisory ☐  
☒ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 3 Years. From: \_\_\_\_\_ To: \_\_\_\_\_  
Seat Requirement: Professional Services Organization Seat #: 15  
☐ \*Reappointment or ☒ New Appointment

or ☒ to complete the term of Darrell Searcy Due to: ☐ resignation ☒ Other (Attendance)  
\* Plus an additional term beginning  
Completion of term to expire on: 06/17/2016 \* 6/18/2016 -9/30/2018

**\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners:** \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Looney Evelyn  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner ☐ Employee ☒ Officer ☐

**Business Name:** A & Associates, Inc.

**Business Address:** 951 Sansburys Way, Suite 203

City & State West Palm Beach, FL Zip Code: 33411

**Residence Address:** 6386 Emerald Dunes Drive, Apartment 303

City & State West Palm Beach, FL 33411

Home Phone: ( ) N/A Business Phone: (561 ) 533-5303 Ext. \_\_\_\_\_

Cell Phone: (561) 512-7044 Fax: ( 561 ) 533-3858

Email Address: Evelyn@associatestaffing.com or Evelynwpb@gmail.com

Email Address: \_\_\_\_\_

Mailing Address Preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X \_\_\_\_\_

If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

**Minority Identification Code:** ☐ Male ☒ Female  
☐ Native-American ☐ Hispanic-American ☐ Asian-American ☒ African-American ☐ Caucasian



Section II Continued:

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>See Attached Sheet</u>	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

☒ By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

☒ By watching the training program on the Web, DVD or VHS on 12/1 2015  
☐ By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

☐ By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Evelyn Looney Printed Name: Evelyn Looney Date: 12/2/15

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Return this FORM to:  
Stacey L. English, Administrative Secretary  
Office of Small Business Assistance  
50 S. Military Trail, Suite 202  
West Palm Beach, FL 33415

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: January 26, 2016

Commissioner's Signature: Paula H. Burdick Date: 12-14-2015

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

*The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. **Please attach a biography or résumé to this form.***

**Section I (Department):** (Please Print)

Board Name: Small Business Advisory Committee      **Advisory** ☒      **Not Advisory** ☐

☒ At Large Appointment      **or**      ☐ District Appointment /District #: \_\_\_\_\_

Term of Appointment: 3 Years.      From: \_\_\_\_\_ To: \_\_\_\_\_

Seat Requirement: Professional Services Organization      Seat #: 15

☐ \*Reappointment      **or**      ☒ New Appointment

or ☒ to complete the term of Darrell Searcy      Due to: ☐ resignation      ☒ **Other (Attendance)**

Completion of term to expire on: 06/17/2016 \*      **\* Plus an additional term beginning 6/18/2016 -9/30/2018**

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Name: Looney      Evelyn  
Last      First      Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner ☐      Employee ☒      Officer ☐

**Business Name:** A & Associates, Inc.

**Business Address:** 951 Sansburys Way, Suite 203

City & State      West Palm Beach, FL      Zip Code: 33411

**Residence Address:** 6386 Emerald Dunes Drive, Apartment 303

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Home Phone: ( ) N/A      Business Phone: (561) 533-5303      **Ext.** \_\_\_\_\_

Cell Phone: (561) 512-7044      Fax: (561) 533-3858

Email Address: Evelyn@associatestaffing.com or Evelynwpb@gmail.com

Email Address: \_\_\_\_\_

Mailing Address Preference: ☒ Business      ☐ Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X \_\_\_\_\_

If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

**Minority Identification Code:** ☐ Male      ☒ Female  
☐ Native-American      ☐ Hispanic-American      ☐ Asian-American      ☒ African-American      ☐ Caucasian

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Commissioner's Signature: S. Abrams 16 Date: 12/15/15

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Commissioner's Signature: Melissa McHenry Date: 12/10/15

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
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West Palm Beach, FL 33415

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: January 26, 2016

Commissioner's Signature: [Signature] Date: 12/2/15

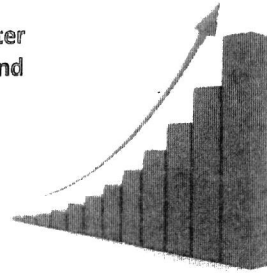
# **RESUME OF NOMINEE**

**ATTACHMENT 2**



# Evelyn Looney

"Good leaders foster  
high-performing and  
high-producing  
teams"



## SUMMARY OF QUALIFICATIONS

Young, results-driven and highly accomplished professional, bringing over eight (8) years of marketing, business development and project management experience. Proficient in written and verbal communications; capable of managing multiple tasks with competing deadlines; versed with handling difficult and sensitive situations professionally and; adept to fostering collaborative working relationships; able to exhibit extensive bid response skills, project management and strategic planning capabilities acquired over the years.

## KEY STRENGTHS

- Contract negotiation/compliance
- Strategic business development
- Sales/Revenue growth
- Leadership
- Project management
- Result-oriented problem solving

## CAREER ACHIEVEMENTS

- Opened large branch offices by establishing contracts to generate revenue streams
- Fostered key relationships with clients and local community to reach target goals
- Effectively supported over 800 employees by using evidence-based industry practices
- Key developer of company standard operating procedures vital to operating business
- Significantly increased sales within territory through solid marketing techniques

## PROFESSIONAL PROFILE

**A & ASSOCIATES, INC.,** West Palm Beach, FL

2008 - Present

### ***Vice President of Operations***

A & Associates is a state-wide service provider with an average of 300 employees representing the firm daily. I have worked with this agency for over eight (8) years fulfilling a myriad of responsibilities. Beginning my employment as a Receptionist and working my way through Management to Executive Management, wearing many "hats" and retaining accountability to fulfill important tasks for this small business.

- Direct and coordinate business activities
- Manage staff, preparing work schedules, facilitate training and assigning duties
- Establish and implement policies and procedures

- Resolve customer complaints
- Contact new and existing customers to discuss needs and propose how they can be met
- Quote and negotiate prices as well as respond to bids and solicitations for new business
- Ensure compliance with contracts as well as federal and state corporation regulations
- Measure and assess customer satisfaction
- Create forms and documents for company efficiency and client needs

#### **TECHNICAL SKILLS**

- Proficient with all Microsoft Office Products (Word, Excel, PowerPoint, Outlook)
- Excellent troubleshooting skills with PC hardware and Microsoft Operating Systems
- Ability to learn and adapt to new situations quickly
- Demonstrate high quality work, attention to detail, and excellent problem solving skills
- Capable and experienced with working in a group/team setting

#### **EDUCATION**

**Palm Beach State College, Lake Worth, FL**

December 2011

*-Associates in Arts Degree – General Transfer AA*

*-Completed Studies in Accounting and Paralegalism*

**Palm Beach State College, Lake Worth, FL**

September 2015

*-Property & Casualty / General Lines – 220 Training Hours*

*-Property & Casualty / Customer Service Representative – 4-40 License*

*-Life Including Variable Annuity and Health – 2-15 License*

#### **REFERENCES**

Available Upon Request!

# CURRENT LIST OF BOARD MEMBERS

## SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
1	John Elliott (B)	Certified Black Business Owner
2	Veronica Vidal (H)	Certified Hispanic Business Owner
3	E. Ann McNeill (B)	Certified Woman Business Owner
4	Robert Geoff Waite (W)	Certified White Male Business Owner
5	Angela D. Randolph (B)	Business Owner Domiciled in PBC
6	Jerry Steinberg (W)	Business Incubator Program
7	Samuel Roman (H)	Hispanic Business Organization
8	Rachelle Wood (W)	Nat'l Assoc. of Women in Construction
9	Jane Bloom (W)	Women's Business Organization
10	Joseph Anderson (B)	Certified Minority Contractor
11	Scott Johnson (W)	Associated General Contractors
12	Vincent Nolan (W)	Small Business Development Center
13	Pamela Stewart (B)	Financial Institution that assists small businesses
14	Thais Sullivan(B)	Black Chamber of Commerce
15	VACANT	Professional Services Organization

### ATTACHMENT 3

# Ordinance No. 2013-004 - Membership Excerpt

- PALM BEACH COUNTY CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - FINANCIAL AFFAIRS  
DIVISION 2. - PURCHASES  
Part C. Small Business Enterprise Program  
Palm Beach County, Florida, Code of Ordinances Page 16

## **Sec. 2-80.32. Small business assistance advisory committee.**

There is hereby created and established an advisory committee to be known as the small business assistance (SBA) advisory committee.

- (1) *Membership:* The SBA advisory committee shall consist of the following members:
- a. One (1) black business owner certified as a small business by the county;
  - b. One (1) Hispanic business owner certified as a small business by the county;
  - c. One (1) women business owner certified as a small business by the county;
  - d. One (1) white male business owner certified as a small business by the county;
  - e. One (1) business owner domiciled in the county;
  - f. One (1) representative of a business incubator program;
  - g. One (1) representative of a Hispanic business organization;
  - h. One (1) representative of the National Association of Women in Construction;
  - i. One (1) representative of a women's business organization;
  - j. One (1) certified minority contractor;
  - k. One (1) representative of the Associated General Contractors Association;
  - l. One (1) representative of the Small Business Development Center;
  - m. One (1) representative of a financial institution that assists small businesses;
  - n. One (1) representative of a Black Chamber of Commerce of Palm Beach County;
  - o. One (1) representative of a professional services organization.

Members shall be appointed at large by the board of county commissioners and shall serve for staggered terms of three (3) years. Members may only serve for (3) three consecutive three year terms. Vacancies shall be filled in the same manner as the original appointments for the remainder of the vacant term. Each member shall serve without compensation and may be removed without cause by the board of county commissioners at any time. Travel reimbursement is limited to expenses incurred only for travel outside the county necessary to fulfill board member responsibilities when sufficient funds are budgeted and available, and upon approval of the county administrator or deputy county administrator.

## **ATTACHMENT 4**